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EXTRAORDINARY

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HARYANA GOVERNMENT MEDICAL EDUCATION AND RESEARCH DEPARTMENT

Notification

The 12th July, 2023

No. 16/11/2023-6HB-IV.— In supersession of Haryana Government Health and Medical Education Department Notification No.21/51/2014-3 HB-IV dated 4th June, 2019 the Governor of Haryana is pleased to issue the Policy for issuance of Letter of Intent(LOI) and No Objection Certificate (NOC)for the following:-

- (a) Establishment of New self financing/ (Private) Institutions desirous of starting Nursing Education.
- (b) For Addition of New nursing course in already functional private nursing institutions.
- (c) For Enhancement of seats in already running institutes offering various nursing courses in the State of Haryana.

1. AIMS AND OBJECTIVES

- (a) The policy aims at providing quality Nursing Education in the State of Haryana by way of prescribing comprehensive procedure and regulation in the field of Nursing Education as per the norms to ensure uniform standards of Education.
- (b) It is the aim of this policy to allow hospital based Nursing education primarily and allow the functional hospitals to impart nursing education.

2. PROCEDURE FOR MAKING APPLICATION

All applications must be addressed to Director Medical Education & Research, Haryana and to be submitted at the Directorate of Medical Education & Research, Haryana

3. ESTABLISHMENT OF NEW SELF-FINANCING/ PRIVATE NURSING INSTITUTIONS.

- (a) The issuance of No Objection Certificate for establishment of new Nursing Colleges/Schools/Institutes in the State of Haryana will be a two stage process i.e. issuance of Letter of Intent (LOI) and issuance of No Objection Certificate (NOC).
- (b) The time frame for receipt of applications LOI/NOC/Seat Enhancement will be notified by the State Government from time to time.

4. PROCEDURE FOR ISSUANCE OF LETTER OF INTENT (LOI) FOR NEW INSTITUTION.

A. ELIGIBILITY

- (i) Any Private Self Financing Charitable Trust/ registered society/ company registered under Companies Act of 1956/2013 (hereafter referred to as applicant) will be eligible to apply.

- (ii) A new applicant can be allotted maximum two course at a time.
- (iii) One applicant shall be allowed to open one institute in the whole State i.e. one applicant one institute only.
- (iv) Non-refundable processing fee shall have to be deposited in the account of Haryana State Medical Education Society in the shape of Demand Draft drawn in favour of Member Secretary, Haryana State Medical Education Society or through deposit made in RTGS/NEFT in A/c No. 33321835884 SBI Sector-10, Panchkula along with the application. The non-refundable fee to be deposited for various courses are as given below:-

Sr. No.	Course	Processing Fee
1	ANM	Rs.25,000/-
2	GNM	Rs.25,000/-
3	B.Sc. Nursing	Rs.50,000/-
4	Post Basic B.Sc. Nursing	Rs.50,000/-
5	M.Sc. Nursing	Rs.50,000/-
6	Nurse Practitioner in Critical Care	Rs.50,000/-

Note: The fee amount can be changed by the Government from time to time.

B. Land-

- (i) Separate land is not required, if the course is intended to be started
 - * From the premises of National Medical Commission (NMC) permitted/recognized medical college.
 - * From the premises of minimum of 100 beds National Accreditation Board for Hospital (NABH) accredited hospital.

For both the options mentioned above, the constructed area/building norms for the proposed course shall have to be met exclusively for running the courses.
- (ii) In all other cases, the applicant must provide the land details on which the institution will be established for providing running education. The land must be in the possession of the applicant either through ownership or long term lease of minimum of 33 years. The following land norms will be required:-

Course	Land Requirement (Outside Municipal Area)	Land Requirement (within Municipal Area)
Upto two Nursing Courses	1 acre	2 Kanal
More than two Nursing Courses	1.5 acre	4 Kanal

- (iii) The land should be free from all encumbrances.
- (iv) Sale deed/lease deed/gift deed etc. duly verified by Revenue Department should be furnished with the application.
- (v) Map/Aks Sizra of the land duly verified by Revenue Department should be furnished with the application.
- (vi) The proposed institution shall operate only from the land described in the Application form. The land and the constructed building shall not be two separate entities.
- (vii) For the land within the controlled area as defined /notified by Town & Country Planning Department, CLU must be obtained.
- (viii) For the land in the Municipal limits details of property tax, ownership details, etc. be furnished along with the application.

C. Financial status of the applicant:-

- (i) Sources of financing of capital and revenue expenditure must be mentioned along with the application.
- (ii) Resource projection and its utilization schedule should be submitted along with the application.
- (iii) Applicant must declare other sources of income apart from the fees of students also.

D. Building Plan:-

- (i) Master plan of the site indicating the land use pattern for the proposed institution duly certified by a registered Architect should be submitted along with the application.
- (ii) A certificate duly authenticated by Architect competent to issued such certificate must be submitted certifying that plan is as per zonal regulation & Haryana Building code, along with the application.

E. Hospital requirement

- (i) **Proof of affiliation with NABH accredited minimum 100 beds or with Government Hospital with minimum 100 beds for clinical training of the students shall be furnished. No NABH hospital or Government Hospital less than 100 beds will be considered as affiliating hospital.**
- (ii) **The affiliating NABH accredited hospital must be located within 10 KM (shortest distance by road) or the affiliating Government Hospital must be located within 10 km, from the institute.**
- (iii) **One NABH accredited hospital can affiliate number of educational institutions, however, 1:3 student patient ratio is to be maintained.**
- (iv) All existing nursing institutes, who have been given the NOC by the State Government shall have to apply for renewal of NOC as per the provisions of this policy within a period of **Six (06) months** from the date this policy is published. They will also be required to fulfill all the conditions for the said renewal.
- (v) Hospital found issuing affiliation certificates in excess of the ratio of beds: students as mentioned in 4E(iii) above will be proceeded with the penal action, including black listing the said hospital. All the courses affiliated to such hospital shall be debarred from operating unless they seek fresh affiliation in terms of this policy.
- (vi) Hospitals affiliating institutions offering courses in terms of this policy shall install/have Biometric enabled attendance facility for the students assigned to it. The hospital shall furnish **six monthly** return of the attendance record (Biometrically obtained) to Director, Medical Education & Research or any authority appointed by him for this purpose. If found deficient on his account, permissible penal action, including blacklisting of the Hospital, shall be taken against the Hospital.
- (vii) Affiliation certificate must be issued by the President/Chairman of the Governing Body (society/company/trust) of the hospital.

5. ISSUE OF LETTER OF INTENT (LOI)

- (i) After evaluation of documents, Letter of Intent (LOI) may be issued with approval of the State Government, which shall be valid for three years from the date of issuance during which the applicant shall have to apply for No Objection Certificate (NOC) after fulfilling the norms and other conditions prescribed from time to time. Extension for another one year can be granted, if requested by applicant along with justification. No further extension will be granted, if applicant fails to apply within stipulated time period and the LOI shall stand cancelled/withdrawn automatically.
- (ii) In cases where Letter of Intent is denied for non-fulfillment of norms/minimum standards, the applicant shall be informed accordingly.
- (iii) Mere issuance of LOI doesn't confer the right of applicant for the grant of NOC.

6. ESSENTIAL REQUIREMENTS FOR No Objection Certificate (NOC) FOR NEW INSTITUTION.

- (i) Applicant must possess valid LOI issued by State Govt. and must have applied within stipulated time frame (i.e. within the validity of LOI).
- (ii) The applicant institution must satisfy the norms, as specified by Indian Nursing Council/Haryana Nurses & Nurse Midwives Council (INC/HN&NMC) regarding the minimum constructed area of building size for various nursing courses as amended from time to time.
- (iii) A copy of approved Site plan/Layout plan/ Zonal plan & Building plan along with Survey No. and Location of area approved by the concerned Municipal Body/ Panchayat/Corporation/ any other competent authority be furnished.
- (iv) College Building should be in the name of trust/society with absolute possession. However, hostel accommodations can be considered on rental /hired building located within 10 km radius of premises of institution/NABH accredited hospital. The hostel facility must conform to the minimum norms of INC/HN&NMC.

- (v) Building Completion Certificate should also be furnished.
- (vi) The building must conform to the bye-laws of the concerned competent Local Body/Municipal Body/HSVP/any other competent authority laying down the norms.
- (vii) Building should be disabled friendly and barrier free along with provisions of safety measure against fire.
- (viii) Library shall be well equipped with books, equipments, furniture etc. as per INC/HN&NMC norms.
- (ix) Availability of well equipped Laboratory facilities i.e. Nursing Lab for Nursing fundamental-I, MCH-I, Nutrition Lab, Community Health Nursing and O & G Lab- I, Microbiology, Physiology and Biochemistry and Anatomy lab etc. as per INC norms.
- (x) Teaching Staff shall be appointed as per educational qualifications and experience prescribed by the Indian Nursing Council/HN&NMC.
- (xi) Separate hostel for boys and girls as per INC Norms.
- (xii) Transport Facility- Vehicle with minimum 60 seats should be available for students.
- (xiii) Clinical Facility as per INC Norms for each course/courses. Proof of NABH accredited Hospital affiliation, as per INC Norms. (The competent authority from Hospital must give an undertaking.
- (xiv) The applicant to whom LOI has been issued shall be required to submit application to the Director Medical Education & Research, conveying its readiness for inspection for issuance of NOC well within the validity of the Letter of Intent (LOI). Based on the Inspection Report, application will be considered for issuance of No Objection Certificate (NOC) by the Government.
- (xv) NOC issued to an applicant will be considered as lapsed/expired if no admission have been made by the applicant for 3 years from the date of issuance of NOC.

7. ISSUANCE OF NOC FOR ADDITION OF NEW COURSES

- (i) Essential requirements for No Objection Certificate (NOC) for addition of new courses are same as that of essential requirements for No Objection Certificate for new institutions and as included by HN&NMC/INC/University for that course.
- (ii) An applicant is eligible to apply for additional courses only after the first batch in immediately previously allotted courses has already passed out.
- (iii) Applicant will have to fulfill the norms, if any, required to be fulfilled for additional courses, in addition as well.

8. ENHANCEMENT OF SEATS

- (i) Institute may seek enhancement of seats in any stream of course only after the first batch of the said course has passed out of the institute.
- (ii) Applications for enhancement of seats in already running institutes offering various nursing courses in the State of Haryana will be received as per the time frame notified from time to time by the State Government.
- (iii) The applicant will submit the application for enhancement of seats along with non- refundable processing fee as mentioned in Clause 4A(iv). The fee shall have to be deposited in the account of Haryana State Medical Education Society in the shape of **Demand Draft/ RTGS/NEFT in A/c No. 33321835884 SBI Sector-10, Panchkula** in favour of Member Secretary, Haryana State Medical Education Society.
- (iv) Separate accreditation of hospital in terms of this policy for the number of enhancement of seats will have to be obtained (based on the student: bed ratio (2:1) i.e. total number of students can be twice as much of the total bed strength of NABH accredited hospital. This will be inclusive of all courses of nursing education i.e. diploma, degree, PG, etc., taken in total for the hospital.

9. CONVERSION OF SEATS

Conversion of seats as per Government of India guidelines for diploma to degree course or otherwise will be allowed provided (the students : bed ratio) is met as per this policy for the accrediting hospital.

10. INSPECTION:

- a. LOI may be issued by the Government on the basis of scrutiny of the documents submitted with the application and satisfaction thereof.
- b. Inspection before issuance of NOC will be carried out by the committee constituted by the Director Medical Education & Research, Haryana. Inspection committee shall inspect the institutes taking as per the notified norms.

- c. Annual inspection will be carried out till the first batch of the allotted course passes out. However, Government reserves the right to conduct the inspection as and when deems fit to maintain standards of education and such inspection can be surprised as well.

11. SECURITY/ BANK GUARANTEE

Security in the shape of Bank Guarantee issued by any scheduled commercial bank should be required to be pledged in favour of the Director Medical Education & Research, Haryana valid for 05 years. No Objection Certificate shall not be issued to any applicant without deposition of said bank guarantee of the requisite amount by the applicant. The applicant will furnish renewed bank guarantee for another term of five years, at least six months in advance before the date of expiry of the original one. No admission shall be allowed in any institute in absence of valid bank guarantee deposited with the department. The amount of the required bank guarantee for each course is as under:-

Sr. No.	Course	Bank Guarantee
1	ANM	Rs.15.00 lac
2	GNM	Rs.15.00 lac
3	B.Sc. Nursing	Rs.20 Lac.
4	Post Basic B.Sc. Nursing	Rs.20 Lac.
5	M.Sc. Nursing	Rs.20 Lac.
6	Nurse Practitioner in Critical Care	Rs.20 Lac.

12. SHIFTING OF SITE

Shifting of the Nursing School/College to another site is permissible as per INC norms as amended from time to time.

13. REGULATION UNDER HARYANA PRIVATE HEALTH SCIENCES EDUCATIONAL INSTITUTIONS (Regulation of Admission, fixation of fee and maintenance of Educational Standards) Act, 2012

Notwithstanding anything contained in this policy, if any institute fails to comply with the directions of State Government/ or that of Haryana Nurses & Nurse Midwives Council, INC or affiliating University, the NOC/permission to run the institute shall be liable to be cancelled/withdrawn by the State Government and the bank guarantee shall be invoked in addition to pressing such punitive/penal measures as are required to be taken to address the consequences.

14. ADMISSION AND FEES

- Admission of students shall be made as per the rules/procedure notified by the State Government for all the diploma/degree/certificate course, etc
- Tuition fees and other charges admissible for all Nursing Courses shall be admissible to be charged in terms of the schedule notified by the State Government from time to time.
- Haryana Nurses & Nurse Midwives Council shall be the nodal body for ANM/GNM/certificate level courses and University notified by the Government shall be the nodal body for Degree Courses to conduct admission process through open counseling as per the notification issued by the State Govt.

15. SEATS

State Government shall allocate seats depending upon the number of beds available in the NABH accredited hospital. Minimum 100 bedded NABH accredited hospital will be considered and the student bed ratio shall be 2:1 for all nursing courses inclusive diploma/UG/PG/certificate courses.

16. COMMENCEMENT OF COURSE

No nursing school will be allowed to commence the course or seek admissions without obtaining affiliation from Haryana Nurses & Nurse Midwives Council/affiliating University/INC as the case may be.

17. QUALITY EDUCATION

To ensure quality education and attendance in Government/Private nursing institutes in the State, Biometric system of attendance for students as well as for the faculty will be mandatory.

18. APPEAL

Appeal against any order of Haryana Nurses & Nurse Midwives Council or affiliating University or, to such extent as it falls under the jurisdiction of State Government shall lie before the Director, Medical Education & Research and appeal against any order of Director Medical Education & Research shall lie before Administrative Secretary for the Government of Haryana in the Department of Medical Education & Research.

19. CONTROL BY GOVERNMENT:-

- (i) The Government may, at any time, either on its own motion or on application made to it in this behalf, call for the record of any case disposed of, or order passed in terms of this policy or issues relatable to the aims & objective of this policy for the purpose of satisfying itself as to the legality or propriety or correctness of any order passed/action taken by any authority and may, on such scrutiny, pass such order or issue such direction in relation there to, as it may deem fit, and such order passed by the Government shall supersede the orders, etc. passed earlier to the extent of inconsistency and be binding on all:

Provided that the Government shall not pass any such order adversely affecting any person without affording such person a reasonable opportunity of being heard.

- (ii) The Government may depute any officer or person to inspect or examine any issue pertaining to any institution falling within the purview of this policy. Such officer or person, for the purpose of such inspection or examination, may call for or shall have access to
- (a) any document in possession of this institution;
- (b) any record or report in possession of the institution.

20. INTERPRETATION, CLARIFICATION AND REMOVAL OF DOUBT:

If at any stage of implementation of this policy or otherwise, any doubt is raised or encountered about the interpretation(s) of any provision of this policy or about the procedure required to be followed in giving effect to the letter and spirit of this policy, then the matter shall be referred to the Government and the decision of the Government about such interpretation/doubt/procedure shall be final and binding on all concerned and shall be reckoned as a clarificatory part of this policy.

Chandigarh:
The 11th July, 2023.

DR. SUMITA MISRA,
Additional Chief Secretary to Government Haryana,
Medical Education & Research Department.

(TO BE FILLED IN CAPITAL LETTERS ONLY)

1. Name of the Society/Trust/Mission etc. (Trust deed/Registration Certificate attested by the notary to be attached)

[illegible]

2. Name of the Chairperson/Secretary of Trust

[illegible][illegible]

5. PAN No.

[illegible]

7. Name of the Institution

[illegible][illegible]

Name	ANM	GNM	B.Sc.	P.B.B.Sc.	M.Sc.	Nurse
of the				(N)		Practitioner
course						in Critical
						Care

10. Nursing programme located in the same building duly approved by State Government and is affiliated/ recognized by HNNMC/ INC/UHS, Rohtak.

Sr. No.	Course Name	NOC No. & Date	Unit Size	HN&NMC Consent letter No. & Date	Name of the affiliating University	Recognition of INC
1.	ANM					
2.	GNM					
3.	B.Sc. (N)					
4.	P.B.B.Sc. (N)					
5.	M.Sc.(N)					
6.	Nurse Practitioner in Critical Care					

11. Land details _____
12. CLU from concerned competent authority (if applicable)- _____
13. Proof of Land Deed _____
14. Sources of finances, resource projection and utilization schedule _____
15. Building Plan/Architectural Master Plan _____
16. **Clinical Facilities**
 If institute is proposed to be commenced within premises of Medical College, details thereof; Yes/No
- Government Medical College & Hospital OR 100 bedded Government hospital (DH/SDH) OR NABH Accreditation:
 - Name of hospital:
 -Total bed strength:
 - Registration No. of the hospital:
 - Ownership details:
 - Self owned/ affiliated:
 - If affiliated, distance of the institutions from the hospital:
17. Detail of the Fee Deposited in the account of Haryana State Medical Education Society

I/we _____ hereby certify that above application has been submitted with best of my knowledge and no facts have been concealed. I/We hereby abide by all the instructions and directions issued by Government/DMER from time to time and admit to be governed by Haryana Private Health Sciences Educational Institutions (Regulation of Admission, fixation of fee and maintenance of Educational Standard) Act, 2012.

Sd/-
 Name/Designation of applicant

By the institutes with infrastructure already in place

- [illegible]

- [illegible]

3. Address of the Society/Trust/Mission etc.

[illegible]

5. PAN No.

[illegible]

- | | | |
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| 6. | Registration under section 12 A of the IT Act-
Exemption claimed, if any- _____ | Yes/No |
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| District | | | | | | | | | Pin Code | | | | | | | | | | |
| State | | | | | | | | | | | | | | | | | | | |

10. Nursing Course applied for (Please ✓ mark)

	ANM	GNM	B.Sc.	P.B.B.Sc. (N)	M.Sc.	Nurse Practitioner in Critical Care
Unit Size applied for (as defined in policy)						

11. Any other Nursing programme located in the same building and is recognized by INC.

Sr. No.	Course Name	NOC No. & Date	Unit Size	HN&NMC Consent letter No. & Date	Name of the affiliating University	Recognition of INC
1.	ANM					
2.	GNM					
3.	B.Sc. (N)					
4.	P.B.B.Sc. (N)					
5.	M.Sc.(N)					
6.	Nurse Practitioner in Critical Care					

12. Land details _____

13. CLU from concerned competent authority (if applicable)- _____

14. Proof of Land Deed _____

15. Physical Facilities:

- i. Constructed area of the building for various nursing courses _____

- ii. Approved Zonal plan & Building plan along with Survey No. and Location of area approved by the concerned Municipal/ Panchayat/Corporation authorities
-
- _____

- iii. Proof regarding absolute possession of the building by the applicant _____

- iv. Building Completion Certificate _____

- v. Proof that the building confirm to the bye-laws of the concerned competent Local Body/Municipal Body/HUDA and is planned, designed and constructed with earthquake structure _____

- vi. Proof for provisions of safety measure against fire _____

- vii. Details of the hostel building _____

- viii. Proof/Details of Library well equipped with books, equipments, furniture etc. as per INC norms _____

- ix. Proof/Details of well equipped Laboratory facilities i.e. Nursing Lab for Nursing fundamental-I, MCH-I, Nutrition Lab, Community Health Nursing and O & G Lab-I, Microbiology, Physiology and Biochemistry and Anatomy lab etc. as per INC norms _____

- x. Number of appointed teaching staff along with Educational qualifications and experience _____

- xi. Proof of Minimum 50 seater Vehicle for each programme as transport facility _____

- xii. Security in the shape of Bank Guarantee issued by any scheduled commercial bank pledged in favor of the Director Medical Education & Research, Haryana valid for 05 years.

16. Clinical Facilities

If institute is proposed to be commenced within premises of Medical College, details thereof; Yes/No

- Government Medical College & Hospital OR 100 bedded Government hospital (DH/SDH) OR NABH Accreditation:

- Name of hospital:

-Total bed strength:

- Registration No. of the hospital:

- Ownership details:

- Self owned/ affiliated:

- If affiliated, distance of the institutions from the hospital:

Name in Block Letters_____

Signature_____

Designation _____

Pan No. _____

E.mail ID _____

Mobile No. _____

Annexure-C**DECLARATION TO BE SUBMITTED BY THE ATTACHED PRIVATE NABH ACCREDITED HOSPITAL
(TO BE FURNISHED ON OFFICIAL LETTER HEAD)**

Name of the Hospital :

Address of the Hospital:

I, in the capacity of.....is the authorized signatory for this Hospital.

I declare that this hospital is not attached to any Nursing School/College for providing practical training facilities to students.

OR

I declare that this Hospital is already providing practical training facilities to the students of following Nursing Schools/Colleges-

Sr.No.	Name of the Nursing School/College	Number of Students	Year of Batch

I.....Designation.....hereby give consent for attachment of this hospital to.....(Name of the Nursing Institution) for

running.....(ANM/GNM/B.Sc.(N)/P.B.B.Sc.(N)/ M.Sc. (N)/ Nurse Practitioner Course). Adequate No. of Beds/distribution of beds and other facilities as per INC Norms are available in the Hospital. All arrangements for training of students as per INC Norms shall be ensured. This hospital is NABH accredited hospital.

I declare that even with the attachment of the above mentioned Nursing Institution, the INC Norms shall be maintained and the desirable student patient ratio shall be maintained.

Number of Beds strength of our Hospital is _____

Name in Block Letters _____ Signature _____

Designation _____ Pan No. _____

E.mail ID _____ Mobile No. _____